



**TOWN OF BERLIN**  
DEPARTMENT OF WATER RESOURCES  
TOWN HALL  
10 WILLIAMS STREET  
BERLIN, MARYLAND 21811  
TEL: 410.641.3845 / FAX: 410.641.2316

## FINAL PLAN CHECKLIST

### REQUIREMENTS FOR STORMWATER MANAGEMENT

Project Title \_\_\_\_\_

Submitter Name/Company: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Reviewer Name/Company: \_\_\_\_\_

Review Date \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Parcel \_\_\_\_\_ LOD (sq. ft) \_\_\_\_\_ Bond \_\_\_\_\_

\_\_\_\_ 1. All information provided in the Concept and Site Development Plans with all comments addressed

Plans submitted for final approval shall include, at a minimum:

\_\_\_\_ 2. General Plan Information:

- \_\_\_\_ a. Vicinity Map
- \_\_\_\_ b. Topography (existing and proposed, including first floor elevations)
- \_\_\_\_ c. Locations of all proposed impervious areas, buildings, roadways, parking, sidewalks and other site improvements
- \_\_\_\_ c. Site area, disturbed area, new impervious area, and total impervious area
- \_\_\_\_ d. A table showing the ESD and unified sizing criteria volumes
- \_\_\_\_ e. Location of existing and proposed utilities (i.e. water/well, sewer/septic, telephone, gas, electric, cable stormwater, etc.)
- \_\_\_\_ f. Limits and descriptions of all easements and right-of-ways existing and proposed
- \_\_\_\_ g. Building setback lines
- \_\_\_\_ h. Wetlands and wetland buffers
- \_\_\_\_ i. Streams and stream buffers
- \_\_\_\_ j. Floodplains (100-year)
- \_\_\_\_ k. Structural and construction details including representative cross-sections for all components of the proposed drainage systems and stormwater management facilities.
- \_\_\_\_ l. Relevant construction specifications
- \_\_\_\_ m. Sequence of construction
- \_\_\_\_ n. Soil boring logs and locations
- \_\_\_\_ o. Operation and maintenance plan for all stormwater practices
- \_\_\_\_ p. Inspection schedule for all stormwater practices
- \_\_\_\_ q. As-built certification block to be executed after project completion.

\_\_\_\_\_r. Certification statements:

- *All phases of stormwater management calculations, structure design and construction will adhere to current Town of Berlin Code and Stormwater Ordinance, Maryland standards and specifications for stormwater management and the stormwater management plan for this site.*
- *All information set forth in this plan accurately conveys this site's conditions to the best of my knowledge.*
- *All structural devices for stormwater management will be protected by proper soil erosion and sediment control devices until all contributing areas have passed final stabilization inspection.*
- *Upon completion of the project, an as-constructed survey, Notice of Construction Completion (NOCC), and letter of certification must be submitted to the Town, except individual single family dwellings. Once review is complete and approved, a certificate of occupancy can be issued.*

Reports submitted for final approval shall include, at a minimum:

\_\_\_\_\_3. A Stormwater Management report that:

- A. *Must be designed using the 2007 Maryland Design Manual, Volumes I & II*
- B. *Will contain a letter of transmittal*
- C. *Will contain the following at minimum*
  - 1. *A title sheet*
  - 2. *A table of contents*
  - 3. *A list of figures and tables*
  - 4. *A body of report which will contain*
    - a) *An introduction/narrative*
    - b) *Methodologies used*
    - c) *An analysis*
    - d) *A summary*
    - e) *Conclusions*
- D. *Appendices which must include all background information used in the stormwater management analysis. The background information shall be sufficient to facilitate a straight forward review and will typically include drainage area maps and soil type maps. All made land will have soil borings of five (5) feet minimum to identify soil types, land use maps, drainage area computations runoff curve number computations, time of concentration computations elevation-storage computations, TR-55 and TR-20 worksheets (for Delmarva Peninsula) schematic diagrams, any and all hydraulic computations. All computer input computations shall be included as part of the appendices. Schematic diagrams showing reach lengths, curve numbers, drainage areas and structure locations, will included as part to the appendices.*

\_\_\_\_\_4. Estimated construction cost for Stormwater BMPs